

DELEGATED/URGENT DECISION RECORD

Name and Title of Officer: Karen Henriksen, Director of Resources Steve Capes, Director of Regeneration & Policy		Services: Resources and Regeneration & Policy	
Delegated Power Being Exercised: Approval of procedure for appeals relating to decisions made in respect of Business Support Grants, including the authority for decisions to be made by the Director of Resources and the Director of Regeneration & Policy.			
Subject of Decision:	Those who have appealed against a refusal of a business support grant	Ref.	RES/2020/04
Decision Taken(specify precise details):	To approve a procedure for appeals relating to decisions made in respect of Business Support Grants, including the authority for decisions to be made by the Director of Resources and the Director of Regeneration & Policy. The draft procedure is shown below.		
Consultation Identify nature of any consultation undertaken or required as part of this decision and attach responses.	Consultation with the Chair and Vice Chair of Governance & Resources Committee – Cllrs Bull and Chapman, who both approved the proposal on 6 May 2020. (Cllr Chapman by email Cllr Bull by telephone).		
Budget implications. State value of decision and budget used. Decision to be taken without budgetary provision will need the consent of the Head of Service and Head of Resources	Value: Depending on the scheme, the maximum grant is £10,000 or £25,000. Grants are funded by government grant.	Budget Head: Business rates	
	Within budgetary provision? Yes, when offset by grant	If no. Identify budget head	Approved by: (Initials.) KH Director of Resources
Reasons for the Decision (specify all reasons for taking the decision including where necessary reference to Council policy, Contract Standing Orders, Financial Regulations)	To support economically vulnerable businesses in the local area during the financial year 2020-21.		
Alternative Options Considered (if appropriate)			
List all background/reports/information considered and attached (Legal, Personnel, Financial Implications etc)			

Government Guidance:**Small Business Grant Fund (SBGF) and Retail, Hospitality and Leisure Grant Fund (RHLGF)**<https://www.gov.uk/government/publications/coronavirus-covid-19-business-support-grant-funding-guidance-for-businesses>

Decision:	Approve the procedure for appeals relating to decisions made in respect of Business Support Grants, including delegation of the authority for decisions to be made by the Director of Resources and the Director of Regeneration & Policy.
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Signature of Officer and Date:

K Henriksen

6 May 2020

Appeals Procedure for Covid-19 Business Support Grants

If you have been informed that your business is not eligible for a business support grant and you feel that the decision is wrong, you can **appeal** for that decision to be looked at again. Your case will then be reviewed by a different officer(s) to check that the initial decision was correct.

It may be that we have misunderstood information previously given to us and will then offer to change our decision or we may ask for further information from you to help us review the outcome. Once we have reconsidered the details of your case we will write to you confirming what the outcome of this appeal is. We may also give you additional information that we believe is helpful to you.

We aim to deal with appeals within 10 working days of receipt.

Government Guidance

The Council has to process Business Support Grants in line with government guidance. Details of the guidance are provided in the Appendix. Please read the guidance before making your appeal.

How to make an appeal

You should ask us in writing for an appeal (by email or letter). The request for an appeal should be made within one calendar month of the date of you being given the original decision.

Your email / letter should include:

- which decision you do not agree with and the date of that decision
- the reasons why you think our decision is wrong, supported with appropriate evidence.

Please submit your appeal:

- By email to revenues@derbyshiredales.gov.uk with "Coronavirus Business Grant – APPEAL" in the subject line; or
- By letter to: Coronavirus Business Grant – APPEAL, Derbyshire Dales District Council, Town Hall, Bank Road, Matlock, Derbyshire DE4 3NN.

After considering your appeal, we will write to you to inform you whether or not we have changed our original decision and provide you with an explanation.

Further help

If, as a result of the Covid-19 pandemic, SME's ineligible for Government grants and reliefs are struggling to make their normal business rates payments then please contact us and we will do what we can to assist by reviewing your instalment dates to defer payments until later in 2020/21. You can contact us by email at revenues@derbyshiredales.gov.uk.

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Internal Processes for Covid-19 Business Support Grant Appeals

These internal processes underpin the Appeals procedures. They are shown for transparency and clarity. ***We aim to deal with appeals within 10 working days of receipt.***

Appeals will be undertaken with reference to the government guidance and Council FAQs (see Appendix)

The internal process will be as follows:

1. An appeal is received by the revenues team and acknowledged with a message to say that we will aim to process the appeal within 10 working days.
2. A new sub-folder will be created within X:\Partnerships and Projects\COVID 19 Business Support Grant Appeals, with the sub-folder name following this convention:
 - Date appeal received DD-MM-YY, business name and first line of address.

Copies of all correspondence and information relating to the case should be placed in this shared drive.

3. The Business Rates Technical Officer will investigate the reasons given for the appeal and will gather relevant information. This might include asking the appellant to provide further evidence / information. This is to be done as soon as possible, bearing in mind the 10-day response time. (The response clock will pause when we are waiting for further information from the appellant).
4. When all relevant information has been gathered by the Business Rates Technical Officer he will place it in the relevant sub-folder, together with his own comments on the case and those of the Economic Development Manager and Business Advisor. He will then send an email to the Director of Resources and the Director of Regeneration & Policy to alert them to the appeal and providing the location of the sub-folder, placing a copy of the email in the sub-folder.
5. The Appeals Panel (comprising the Director of Resources and the Director of Regeneration & Policy) will meet to review the information and observations and make a decision relating to the appeal. A "record of decision form" will be completed and a copy saved in the sub-folder. The Director of Resources will send an email to the Business Rates Technical Officer outlining the decision, with a link to the record of decision.
6. The Business Rates Technical Officer will inform the appellant of the decision, giving reasons.
7. Where a complaint is subsequently received that relates to the appeal process / decision, this will be handled by the Chief Executive (or another Director that has not been involved in the process, if the Chief Executive is unavailable).

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APPENDIX: Guidance for Covid-19 Business Support Grants

Government Guidance:

Small Business Grant Fund (SBGF) and Retail, Hospitality and Leisure Grant Fund (RHLGF)

<https://www.gov.uk/government/publications/coronavirus-covid-19-business-support-grant-funding-guidance-for-businesses>

Derbyshire Dales DC Information:

Frequently Asked Questions [link to be updated](#)

https://www.derbyshiredales.gov.uk/images/C/COVID-19_Small_Business_Grants_Discretionary_Assistance_FAQs_23_April_2020.pdf

Coronavirus support for businesses:

<https://www.derbyshiredales.gov.uk/services-business/business-support-events-funding/coronavirus-support-for-businesses>